



CIVILIAN PERSONNEL FACT SHEET

DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD (only civilian career employees)

DESCRIPTION: The DOD Distinguished Civilian Service Award is the highest award given by the Secretary of Defense to Career Employees. It is presented to a small number of DOD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contribution of broad scope to the efficiency, economy, or other improvement in the operation of DOD.

ELIGIBILITY: All career civilian DOD employees at any level and duty station who are paid from appropriated funds.

CRITERIA: Career civilian employees who have made truly outstanding contribution to the DOD-wide mission are eligible for this award. The award may honor a recipient's distinguished duty and service the DoD spanning up to ten years. Nominees should normally have previously received the Air Force decoration for Exceptional Civilian Service.

NOMINATION PROCESS: Submit an original and three copies plus one electronically using the format outlined below. Begin each of the major sections (I, II, etc.) on a new page.

I. BIOGRAPHICAL DATA

- A. General information: name, title and grade, organization and location, telephone and fax numbers, service computation date, length of time with DOD.
- B. Education: year, degree, school, and major field.
- C. Significant employment (list in reverse chronological order, beginning with present position).
- D. Significant prior awards (list in reverse chronological order beginning with the most recent award received. Note: bonus information on SES nominees should not be listed, although it is appropriate to list special accomplishment cash awards and nominations for rank awards).
- E. Significant publications during past 10 years (list in reverse chronological order, beginning with the most recent publication).
- F. Current membership in professional or scientific societies, civic organization, etc.
- G. Other significant biographical data pertinent to the award nomination.

II. BASIC FOR NOMINATION (not to exceed 3 pages, single-spaced)

- A. Summary of achievements. Limit the achievements to no more than ten years. Achievements must clearly demonstrate nominee's contributions to the mission of the DoD, as a whole, and not component or agency specific. Background information may be included to show the individual's depth of experience and accomplishments.
- B. Additional facts and considerations pertinent to the nomination (include examples of personal qualities of the nominee which made the achievement possible, if these qualities were not adequately described in the summary of achievements).

III. CITATION: Prepare a double-spaced proposed citation for the signature of the secretary of defense containing no more than 150 words and highlighting the significance of the individual's achievements.

IV. SYNOPSIS (ONE PAGE)

- A. General information: name, title, and grade, field of specialization, organization, and location.
- B. Education.
- C. Highest previous award and date.
- D. Basis for nomination (summarize in 300 words or less).

V. PHOTOGRAPH of the nominee: If the nominee is selected to receive this award, three 3x7 glossy prints will be request. You do not need to submit the photographs unless requested to do so.

APPROVAL PROCESS: Submit an original and three copies plus one electronically

Installation Level - Submit through your chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level - Submit through chain of command to Directorate Commander. Nomination will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee . Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units: - Submit through chain of command. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nominations will be forwarded to your parent command.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

AWARD: Award will be presented a medal at the DOD Distinguished Civilian Service Awards ceremony in Washington D.C.

REF: AFP 36-2861, DOD 1400.25-M Subchapter 451

Nomination of (Employee's Name) for the Department of Defense Distinguished Civilian Service Award

I. Biographical Data

A. General Information

Name:

Date of Birth:

Title and Grade:

Organization and Location:

Service Computation Date:

Length of Time with DoD:

B. Education

Year

Degree

School

Major Field

C. Significant employment (from-to-years), position title and grade, organization. List in reverse chronological order beginning with present position.

D. Significant prior awards - List in reverse chronological order beginning with the most recent award received. Performance cash award amounts or SES bonus information should not be listed, although it is appropriate to list special accomplishment cash awards and nominations for rank awards.

E. Significant publications during the past 10 years - list in reverse chronological order beginning with most recent publication.

F. Current membership in professional or scientific societies, civic organizations, etc.

G. Other significant biographical data pertinent to the award nomination.

(INSERT PAGE BREAK HERE)

II. Basis for Nomination (not to exceed three single-spaced pages) which contains:

A. Summary of Achievements

B. Additional facts and considerations pertinent to the nomination (include examples of personal qualities of the nominee which made the achievement possible, if these qualities were not adequately described in the summary of achievements).

(INSERT PAGE BREAK HERE)

III. Citation

Prepare a double spaced citation, not to exceed 120 words, which highlight the significance of the nominee's achievements. The Secretary of Defense will sign this citation.

IV. Synopsis (one page only) which contains:

A. Name:

Title and Grade:

Field of Specialization:

Organization:

Location:

B. Education:

C. Highest previous award and date:

D. Basis for nomination (summarized in 300 words or less):

(INSERT PAGE BREAK HERE)

V. Photograph of the Nominee

Seven 5 x 7 photographs of the nominee, glossy prints are preferred. Mark back of photo with nominee's name and installation.

(INSERT PAGE BREAK HERE)

VI. Privacy Act Statement: Signed and dated by nominee (See Example)

PRIVACY STATEMENT
for
DEPARTMENT OF DEFENSE DISTINGUISHED
CIVILIAN SERVICE AWARD

I attest to all facts contained in this nomination and give permission for the facts and photograph to be used for publication.

Date

Nominee's Signature

Nominee's Typed Name